



# District Implementation Team Orientation

## Coaching Support Session

2021-2022

[mimtsstac.org](http://mimtsstac.org)



# Group Expectations

## Be Responsible

- Attend to the “Come back together” signal
- Active participation...Please ask questions

## Be Respectful

- Please allow others to listen
  - Please turn off cell phones
  - Please limit sidebar conversations
- Share “air time”
- Please refrain from email and internet browsing

## Be Safe

- Take care of your own needs

# Group Expectations - Virtual

## Be Responsible

- Return from breaks on time
- Active Participation
  - Use participant features of raise hand, thumbs up, etc.
  - Type short answer or questions in chat box
  - Respond to poll questions, if provided

## Be Respectful

- Limit use of chat box to essential communication
- Please refrain from email and internet browsing
- Place your phone and other devices on mute and out-of-sight

# Training Effectiveness

- At the end of the session you will be asked to provide feedback on today's training
- Results will be used to make improvements to professional learning and for reporting to TA Center stakeholders
- Trainers will provide a preview of the survey and provide you with the link at the end of this session

# Diversity and Equity

- One of the feedback questions you will see for all of our professional learning sessions is:
  - The session promoted and positively portrayed diversity among educators and learners (strongly agree, agree, unsure, disagree, strongly disagree, optional comments)
- We are collecting baseline data to inform improvements to our MTSS professional learning to promote equity and inclusion

# Team Roles

- Facilitator: lead discussions and activities to keep the team moving forward
- Recorder: keep written documentation of key discussion points, decisions, and next steps
- Time Keeper: keep track of time and bring the team back together



# Purpose

This session supports the District Coordinator and Executive Leader in preparing for the upcoming District Implementation Team professional learning session.

# Intended Outcomes

- Explain the role of the District Implementation Team and District Coordinator
- Explain the purpose of a district implementation infrastructure
- Prepare to facilitate activities designed to enhance the district's capacity by developing processes and products to support the selection and successful use of effective innovations



# Agenda

1.0 Interactive Review

2.0 Facilitating DIT Installation

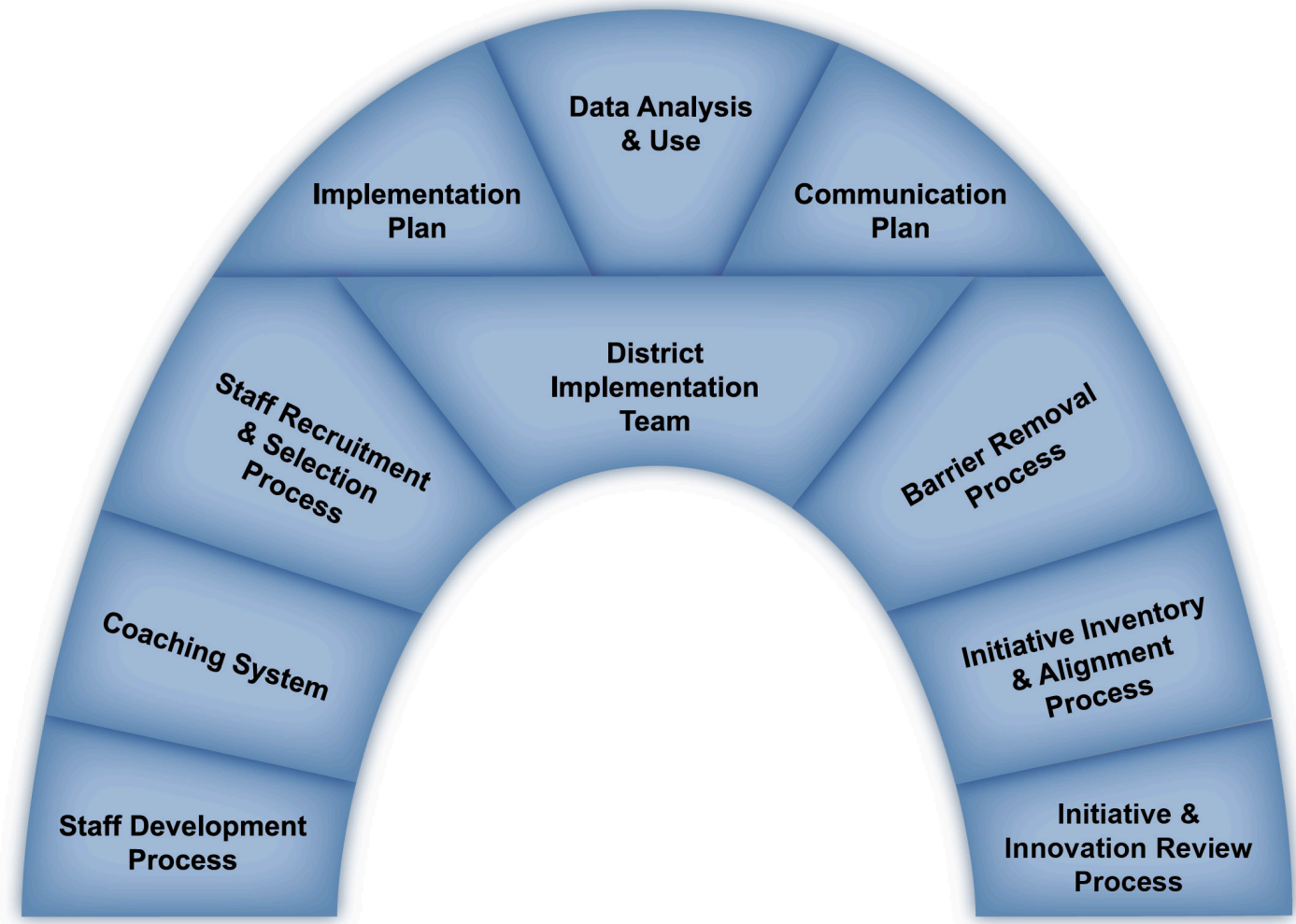
3.0 Next Steps

# 1.0 Interactive Review

# District Infrastructure to Support MTSS

- Intended to ensure **innovations** (e.g., programs, practices, or frameworks like MTSS) can be used well, scaled-up across grade levels and schools within the district and sustained over time
- A primary responsibility of the District Implementation Team is to support the installation and use of a district implementation infrastructure

# District Implementation Infrastructure



# DIT Description

- Oversees the development and use of a district implementation infrastructure to support schools in their use of effective innovations
  - Shapes district processes and procedures for selection and use of EIs
  - Engages in district data analysis to support implementation
  - Ensures communication amongst groups / teams across the district
  - Ensures meaningful participation from multiple and diverse stakeholders
- Functional size
- Membership includes Executive Leader and District Coordinator

# Role of District Coordinator

- Provide coaching supports focused on the installation and use of a district infrastructure
  - Facilitate DIT meetings
  - Meet with Executive Leader before and after DIT meetings
  - Draft district processes and procedures to present to the team for feedback
  - Monitor and prompt the use of district processes and procedures (e.g., implementation plan, communication plan)
  - Facilitate analysis of district data
  - Facilitate monthly coaches' meetings and support school leadership team coaches

# Role of Executive Leader

- Regular attendance at DIT meetings
- Meet with Coordinator before and after DIT meetings
- Ensure political support and visibility for the district's efforts to develop structures to support high-quality use of effective innovations
- Allocate resources needed to support high quality implementation
- Support removal of implementation barriers

# Activity 1.1

- Prior to today's session, you viewed the following recorded modules
  - MiMTSS Intensive TA Partnership
  - Installing a District Infrastructure to Support MTSS
  - Coaching the District Implementation Team
- You were also asked to review the District Coaching System, DIT Recruitment and Selection Document, and complete the reflection document
- Your Implementation Specialist will now facilitate the review of the reflection document and answer any questions you have about your role of the role of the District Implementation Team



## 2.0 Facilitating DIT Installation

# DIT Coaching Support Sessions

- District Coordinators and Executive Leaders attend coaching support sessions prior to each DIT Installation Professional Learning Session
- Coaching sessions provide a preview of content and an opportunity to contextualize the learning for the team
- Coaching sessions are also an opportunity to develop knowledge and skills in the district implementation infrastructure and prepare to coach the DIT

# Coordinator Professional Learning Plan

- To support the District Coordinator in successfully fulfilling their role, additional professional learning will be needed
- An individualized plan will be developed based on the results of the selection process
- Time will need to be allocated for the District Coordinator to engage in professional learning



# Activity 2.1

- Your Implementation Specialist will facilitate a discussion regarding next steps for developing the Coordinator's individualized professional learning plan

# MiMTSS Data System

- Overview
  - MiMTSS TA Center's primary system used for housing data and training event information, as well as for grant reporting
  - A single and SIMPLE point of data entry (school-level) that aggregates data up to the district, ISD, and state levels
  - A place to enter and analyze capacity and fidelity data that are not hosted in any other data system
  - Dashboards are designed to effectively display data and aligned with the data review process
- To prepare for DIT Orientation, you will need to register



## Activity 2.2

- Work with your Implementation Specialist to register yourself in MiMTSS Data System (if you are not already registered)
- Once registered, your Implementation Specialist will assign you “MiMTSS Administrator user access”
- Your DIT will be registering themselves in MiMTSS during the DIT orientation session and you will work with your Implementation Specialist to assign each of them “District user access”

# DIT Installation Preparation Routine

- Provides a step-by-step process for preparing to facilitate DIT Installation Professional Learning sessions
  - Develop fluency in district structures and processes necessary to support the successful implementation
  - Review existing documents or previous work that might overlap with what is being addressed in upcoming modules
  - Practice using the tools and processes for the District Implementation Team concepts / skills before each DIT Installation session
- Used today and during subsequent coaching support sessions to focus planning and prepare to coach the team



## Activity 2.3

- Access the DIT Installation Series binder and work with your Implementation Specialist to review the contents of the DIT Orientation Module
- Use the installation preparation routine to prepare to coach the DIT
- Consider taking a moment to get organized by creating a shared document to record notes, next steps, and any assigned activities



## 3.0 Next Steps

# Next Steps

- Complete any action items assigned to you to prepare for the upcoming professional learning session
- After all DIT installation sessions, the District Coordinator will work with the Implementation Specialist and Executive Leader to review what will be added to the DIT meeting agenda, update the status of action items, and debrief the training

# SESSION EVALUATION

- Trainers, add the session evaluation link from the MiMTSS Data System
- When you get to this slide in training, go to the link and provide a preview of the questions and how to complete the feedback.